

HOW TO FILE A PAPER FINANCIAL DISCLOSURE FORM
(for SPECIAL GOVERNMENT EMPLOYEES)

- Access the OGE 450 paper form at
<http://www.oge.gov/Forms-Library/Warning-about-Saving-OGE-Form-450/>
- Type in the information on the form and print it out OR print out the form first and complete it by hand.
- Complete all information on the top part of the first page of the form.
 - Be sure to complete your name, email address, and work phone.
 - For Position Title, list "Member of" and the name of your advisory committee.
 - For Grade, list "SGE."
 - For Agency, list "NASA."
 - For Branch/Unit and Address, list "NASA Headquarters, 300 E. St. SW, Washington, D.C. 20546"
 - For Reporting Status, check the "Annual" box. (If you are a new SGE, check the "New Entrant" box instead.)
 - Check the "Special Government Employee" box.
 - Complete your mailing address in the SGE address block.
- Before you complete anything else on the form, please read all the instructions in Parts I-IV. **You do not need to complete Part V on the form.**
- Then, on the first page, answer all the questions in Parts I-IV about your financial situation by checking the "yes" or "no" boxes. For any questions for which you answered "yes," please complete the information in the corresponding section.
 - **Note that you should list your non-Federal employment on both Part I (Assets and Income) and Part III (Outside Positions)**
 - **You no longer have to list diversified mutual funds on the form.**
 - You must list all assets (except diversified mutual funds) in any retirement or investment entities such as IRAs, 401ks, variable life insurance and annuities.
- After you complete the form, you must **sign and date the paper copy in ink.** The paper form must have your handwritten signature in ink.

HOW TO SUBMIT THE PAPER 450 FORM:

- Mail your original, signed paper 450 form to:

NASA SHARED SERVICES CENTER (NSSC)
HR – Financial Disclosures
C Road, Bldg 1111
Stennis Space Center, MS 39529

It is strongly recommended that you use some type of express mail (such as FEDEX, UPS, Express mail, etc.) so you can track the delivery.